

BUDGET COMMITTEE MEETING MINUTES

WEDNESDAY FEBRUARY 1, 2012

THE MEETING WAS CALLED TO ORDER at 7:00pm by Budget Committee Chairperson Mr. Vadenais.

ROLL CALL 7:00pm: Present were Mrs. Vallee, Mrs. Nadeau, Mr. Puccetti, Mr. Vadenais

MOTION TO APPROVE THE MINUTES of the January 26th meeting was made by Mr. Puccetti, seconded by Ms. Vallee and unanimously approved.

OLD BUSINESS:

1) MEETING DATES: We received an email from Town Administrator Ms. Hamilton requesting that the Budget Committee delay each of our meetings by one week because the Town Budget is not ready. Ms. Hamilton indicated that the budget is not ready because the School Department budget is late. Mr. Vadenais has asked Town Council President Ms. Charest to put the Budget Committee on the Town Council Agenda for Monday 2/6 because we want to adhere to the timeline stipulated in the Town Charter for completing the budget. Mr. Vadenais stated that according to the charter, departments need to submit budgets by 12/15/11.

Each month members of the Budget Committee receive monthly financial updates from Mr. Silvia. The December statement indicated 52 line item transfers. The Budget Committee discussed meeting once a month going forward to review the monthly financial statements. Member terms are now staggered to provide continuity for the Committee and we feel that monthly meetings during the year would be helpful to us.

2) DEPARTMENT SCHEDULING: We invited Department Heads to present their budget to the Budget Committee on the following meeting dates, updated and discussed as follows:

- **2/13 Town Administrator Ms. Hamilton-7pm; Finance Director Mr. Silva; Tax Assessor Ms. Belair; Tax Collector Ms. Perry-8pm.** Both Ms. Hamilton and Mr. Silvia emailed to suggest that we meet with them on a different date after the Budget is completed. After lengthy discussion we will respectfully request that each meets with us on 2/13 as originally requested.
- **2/23 Town Solicitor Atty. Nadeau-7pm; Public Works/Parks & Rec Director Mr. Pendergast; Water & Sewer Mr. Carpenter-8pm** Atty. Nadeau confirmed that he will meet with us at 7pm; we have not yet heard from Mr. Pendergast & Mr. Carpenter.
- **3/1 Building Inspector Mr. Benoit-7pm** responded that 7pm comes at the end of a 10 hour workday and did we have an earlier time to meet. The Budget Committee meets at 7pm and after discussion we will respectfully request that Mr. Benoit meet with us at 7pm.; Fire Chief

Jillson-8pm responded that he will get back to us ASAP to confirm.

- **3/7 Library Director-7pm has not yet been invited to come-Ms. Nadeau will follow up with Ms. Dubois; EMA Director Mr. Branconnier-7:30pm has an EMA meeting scheduled for the 7th and will be invited to come instead on 2/23 at 7:30 pm; Conservation Commission Director Mr. Soares 8pm confirmed that he will meet with us at 8pm.**

- **3/15 Municipal Court Judge Atty. Jarrett-7pm has not yet responded; Town Planner Mr. Ericson-8pm indicated a meeting conflict on that night however Mr. Vadenais stated that Mr. Ericson is mistaken and Mr. Vadenais will follow up with Mr. Ericson to clarify.**

- **3/22 Town Clerk Ms. Todd-7pm confirmed that she will meet with us at 7pm; Police Chief Reynolds-8pm confirmed that he will meet with us at 8pm and additionally that he would like to give us a tour of the facility.**

3) DISCUSSION OF CONTRACTS: We reviewed a spreadsheet detailing benefits in the contracts for the Municipal, Police, and School Departments. Our homework for the next meeting is for each committee member to review the sheet and make his/her recommendations for discussion on 2/9. At that time we will agree on our own recommendations and ask to present them to the Town Council. It remains the general consensus of Budget Committee members that contracts need to better reflect compensation packages in the private sector including holiday, overtime, personal

time, sick time, pension, and medical benefits.

4) DISCUSSION OF VEHICLE INVENTORY: Mr. Vadenais continues to prepare an Excel spreadsheet for the Budget Committee to be utilized when we review requests for Capital Expenditures and will present it to the Committee when it is finished.

5) SCHOOL COMMITTEE BUDGET: We began to discuss the School Committee budget noting that almost all of the increase being asked for is for salaries and benefits. Mr. Vadenais noted that several of the “have to have” hires requested last year did not happen and we will ask for an explanation from the School Committee on 2/11. Mr. Vadenais noted that there are 250 employees in the School Department. Ms. Nadeau observed that there is one School Department employee for every 7 students. We will continue to discuss the School Committee Budget at our next meeting 2/9/12.

NEXT MEETING:

Thursday February 9th at 7:00pm at Kendall Dean.

Motion to adjourn the meeting at 8:43pm was made by Mr. Puccetti, seconded by Ms. Vallee and unanimously approved.

Minutes respectfully submitted,

Merrie Nadeau